

**Town of Bath Finance Committee  
Regular Meeting Minutes  
February 17, 2026**

1. CALL TO ORDER: By Chairwoman Webster at 4pm
2. Roll Call: Finance Committee – Susan Webster (x); Mary Lynn Hickey (x); Ryan Kessel (x)  
Also present: Mayor Schene, Councilman Weber, Bath Tree Board member Kate Lehman
3. The Minutes of the FC meeting of February 3, 2026 were reviewed and approved by Common Consent.
4. Clerk's Report: Clerk Corrick made available the Town's budget comparison, account review, bookkeeping information, internal budget revision considerations and payroll data.
  - A. There were no Property Improvement Notifications submitted.
  - B. There were two Facility Use Applications submitted.
    - a. Eastern Panhandle Empowerment Center (attached). This application was approved subject to stipulations that the ribbons and signage do not interfere with the meter head or workings thereof and that the ribbons and signage are kept in a neat and orderly manner throughout the duration of the dates of permitted display.
    - b. On Trac (attached). This application was approved as presented.
  - C. Town Hall building and property upgrade will remain on the agenda as an ongoing matter.
  - D. Standardized payment terms for Bath and BSWW invoices was discussed. It was concurred that payment of invoices should be on a 30 day processing and inspection period to insure proper delivery and function of the goods or service ordered.
  - E. Mayor Schene requested that Liberty Street from South Washington Street to Mercer Street be appraised to ascertain potential value of this public property for future considerations. He asked for up to \$2,500 for this appraisal.  
MOTION: To approve up to \$2,500.00 for appraisal services for the area of Liberty Street from South Washington Street to Mercer Street – Hickey/Kessel – Carried
  - F. Mayor Schene requested up to \$1,500.00 per month be spend for a six month trial period on social media services in order to organize and improve the Town's social media presence. The Mayor wants social media consultant Moises Cardenas to assistant Bath in this endeavor.  
MOTION: To approve social media consultant Moises Cardenas to be hired as the Bath media consultant for a six month trial period at a rate of no more than \$1,500.00 per month – Hickey/Kessel – Carried
5. Grant and Special Projects Update:
  - A. The computer upgrade for the Berkeley Springs Police Department is advancing. The new computers have arrived and are being set up. The Town Clerk's office has not ordered new computers yet and the importance of this will be stressed.
  - B. Grant Committee Member Hickey told the FC that grant research is continuing on the pressing needs of the BSWW plant rehab and refurbish. This is a difficult and complex issue which requires time and focus.  
The WV Water Development Authority is considering granting the BSWW up to half of the 7,000,000.00 needed for the plant rehab. The WV IJDC is a possible source for a 2% loan for the other half on the amount.

Committee member Hickey has multiple beautification grant applications submitted. Tree Board member Lehman submitted a report (attached) on this group's activities and plans.

a. Streetscape: Co-Chair Pete Brown has submitted an updated report (attached). Thrasher Engineering is completing the 30% drawings for the Independence Street redevelopment, engineering and design services request.

b. NBRT: Co-Chair Pete Brown submitted an updated status report (attached).

c. On Trac: update – Executive Director Farris will be the featured speaker at the Berkeley Springs Rotary Club meeting this Thursday to educate this community group on the On Trac program, projects and invite participation. This month On Trac is sponsoring a spa give away donated by the Renaissance Spa. Every month an event is being planned. On Trac is participating in the International Water Tasting Contest this weekend at the Country Inn.

6. Berkeley Springs Water Works:

A. A proposal for expert legal services for the BSWW has been received (attached) and accepted by the Water Committee. The review and approval of the proposal from Spillman Thomas & Battle was discussed by the FC.

MOTION: To approve hiring the law firm of Spillman Thomas & Battle for legal services for the BSWW – Kessel/Hickey – Carried

7. Public Safety – Wage adjustments for the staff of the BSPD were discussed.

MOTION: To approve increases in wages for the current BSPD Parking Enforcement Officers, Patrolman and Chief of Police as presented – Kessel/Hickey – Carried

8. Public Works: Chairman Weber announced that the old sanitation truck had been put out for public bid. Dennis Shaffer submitted a bid and secured the purchase with his \$9,000.00 bid. The FC also concurred that the PW Chairman can investigate adding another CDL driver to the Labor Crew.

At this point discussion was had concerning Bath moving from the Mayor/Council form of WV municipal government to the Council/Manager form of government.

9. Bills for the BSWW and the Town of Bath were approved for recommendation to the Council. The higher electric cost of Bath street lights was discussed.

10. Adjourn - Next FC Regular Meeting date is March 3, 2026

Chairwoman Susan J. Webers - Date 3-3-26

**Status Update of Streetscape & NBRT Projects for Town Council  
February 17, 2026**

**STREETSCAPE**

**Phase VI Design Funding Agreement & Start of Design**

- Still waiting for DOH to issue the Notice to Proceed on Phase VI Design Task
- Next Steps:
  - Verify Task Order #2 that was signed by Thrasher; prepare it for Finance Committee and Mayor's signature – *Thrasher verified content and price.*
  - Receive formal NTP from DOH; Mayor can then sign Task Order
  - Establish timeframe for on-site pre-design visit to planned job area (Congress & Union Streets); set basic Schedule through Design Completion
  - Start and Complete the 30% Design and Cost Estimate; complete the on-site review

**Independence Street Revitalization Project**

- Received Task Order #3 for the 30% Design and Cost Estimate for the basic infrastructure from Thrasher and provided to Sharron for the Mayor's signature

**Next Streetscape Committee Meeting** would normally be Feb 19<sup>th</sup> at 10am but must be rescheduled since both Mayor Schene and Pete Brown are in Interviews at the County regarding the Depot Trailhead Project Contract all morning Thursday and Friday. Recommend a Thursday afternoon Streetscape Meeting.

**NBRT**

**NBRT Task Force**

- Note the Interviews for the CDS Depot Trailhead Engineering/Design contract above.
- Following up with DOH on Bridge and Trail building portion of NBRT
- Working to update for next Task Force Meeting – tentative on Feb 25<sup>th</sup> at 4 pm

**Depot Trailhead Improvement Project – Estimating Timeline Steps**

These are the next steps:

- Bidder Interviews – Thurs & Fri this week
- Contractor Tentative Selection – TBD
- Price negotiation and Contract Award – with DOH approval - TBD
- Set Task for basic infrastructure arrangement to be accomplished prior to Town remediation Contract letting for Parcel 1A
- Funds flow for above from Contractor Invoice thru reimbursement of County from DOH

Pete Brown  
Streetscape Committee



EVENT /USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH
271 WILKES STREET
BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638
townofbath@wvdsi.net

Please Print or Type

NAME OF EVENT: Sexual Assault Awareness Month

DATE(S) OF EVENT: 4/1/2026 - 4/30/2026

REQUESTING GROUP OR ORGANIZATION: Eastern Panhandle Empowerment Center (EPEC)

BEGINNING AND ENDING TIMES: All day during the month of April

PROPERTY REQUESTED: Parking Meters on Washington Street

PURPOSE OF USE: Spread Awareness about Sexual Assault/Abuse

STREET/METER CLOSURES REQUESTED WITH DETAILS: no street or meter closures
would like to put ribbons/small signs on meters- shouldn't effect use of meters

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: n/a

NUMBER OF VENDORS AT EVENT/FESTIVAL: n/a

NAME OF RESPONSIBLE PERSON: Lauren Sullivan

MAILING ADDRESS: 640 Fairfax Street, Berkeley Springs

TELEPHONE NUMBER: 304-258-1078

EMAIL: lauren@swcinc.org

DATE APPLICATION SUBMITTED: 2/10/2026

SIGNATURE: [Handwritten Signature]

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

- Application is:
[ ] Approved
[ ] Denied
[ ] Approved Subject to Following:
[ ] Proof of Insurance on File

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

24 HOUR HOTLINE | 304.263.8292

BERKELEY COUNTY OFFICE | 304.263.8522  
JEFFERSON COUNTY OFFICE | 304.725.7080  
MORGAN COUNTY OFFICE | 304.258.1078



EPECWV.ORG

INFO@EPECWV.ORG  
236 W. MARTIN STREET  
MARTINSBURG, WV 25401

To whom it may concern--

The Eastern Panhandle Empowerment Center (EPEC) is a non-profit licensed dual domestic violence and rape crisis center that is currently trying to spread awareness for Sexual Assault Awareness Month (SAAM) during April. We would like to request placing teal ribbons (the symbol for SAAM) and small informational signs provided by our agency around the parking meters in Berkeley Springs to spread awareness in an attempt to demonstrate a collective, positive environment and community of support. We would like to place the ribbons ourselves beginning on April 1st and remove them on April 30th. We are open to any modifications or suggestions to make our collective effort possible for our request to happen.

Thank you so much for your consideration!

Lauren Sullivan, BSW

Sexual Assault Victim Advocate

Eastern Panhandle Empowerment Center (EPEC)

640 Fairfax Street, Berkeley Springs, WV 25411

304.258.1078 (Office)

304.995.7095 (Mobile)



EVENT /USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH
271 WILKES STREET
BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638
townofbath@wvdsi.net

Please Print or Type

NAME OF EVENT: Founding Flavors Food Truck Festival
DATE(S) OF EVENT: May 29, 2026
REQUESTING GROUP OR ORGANIZATION: OnTRAC
BEGINNING AND ENDING TIMES: 2pm-4pm Setup 4-8pm Event
PROPERTY REQUESTED: Congress, Fairfax & Wilkes Streets
PURPOSE OF USE: Vendor Lineup, Porta-Pots, Pedestrian Walkway
STREET/METER CLOSURES REQUESTED WITH DETAILS: Congress & Fairfax Streets for Vendor lineup. Wilkes Street for porta-pots in parking spaces and pedestrian walkway.
WILL ADMISSION BE CHARGED OR PRODUCT SOLD: Yes
NUMBER OF VENDORS AT EVENT/FESTIVAL: 10-15
NAME OF RESPONSIBLE PERSON: Breana Farris
MAILING ADDRESS: 271 Wilkes Street
TELEPHONE NUMBER: 304-258-1102
EMAIL: Brefarristob@gmail.com
DATE APPLICATION SUBMITTED: 02/10/2026
SIGNATURE: Breana Farris

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

- Application is:
[ ] Approved
[ ] Denied
[ ] Approved Subject to Following:
[ ] Proof of Insurance on File

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Report to the Council**  
**Kate Lehman, Tree Board**  
**February 17, 2026**

Since the last Council Meeting, the Division of Forestry reimbursed the Tree Board for \$22,039.66, the full amount that we've currently spent as part of the Community Tree grant. While we have finished all the projects outlined in the proposal, there is \$4099.34 remaining in the grant. The Tree Board will discuss possible projects to use the remaining funds at its meeting tomorrow at 5:00.

Members of the Tree Board checked out some trees of concern on Biser Street. The trees in question are on private property; we saw no reason at this time to recommend that the property owners consider work to ensure the safety of property and/or pedestrians.

There are no updates to report on the Demonstration City Grant.